



CITY OF DECATUR, TEXAS

1601 S. State Street
Phone 940-393-0250
Inspections Line 940-393-0259 * Fax 940-626-4629

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

Permit #: _____

Permit Fee: _____

Total Fee Collected: _____

Permit fees are non-refundable

A COMPLETED APPLICATION MUST BE RECEIVED A MINIMUM OF 3 FULL BUSINESS DAYS PRIOR TO EVENT

PERMIT VALID FOR A MAXIMUM 14 CONSECUTIVE DAYS

TAX EXEMPTION PAPERWORK MUST BE ATTACHED TO APPLICATION FOR FEE WAIVER

PLEASE PRINT LEGIBLY OR TYPE APPLICATION INFORMATION

EVENT INFORMATION

NAME OF SPECIAL EVENT: _____

ADDRESS OF EVENT: _____
Street City State Zip

DATE(S) OF EVENT: _____

TIME(S) OF EVENT: _____ a.m./p.m. TO _____ a.m./p.m.

Food service must be set up minimum 30 minutes prior to start of event

APPLICANT INFORMATION

NAME OF FOOD BOOTH OR BUSINESS: _____

OWNER/CONTACT PERSON: _____

ADDRESS: _____
Street City State Zip

PHONE: _____ FAX: _____ E-MAIL: _____

PERSON IN CHARGE ON SITE: _____ PHONE: _____

ALL FOODS MUST BE PREPARED ON SITE OR AT A PERMITTED FACILITY

FOOD ITEMS TO BE SERVED*

PLACE OF PREPARATION AND STORAGE

_____	_____
_____	_____
_____	_____
_____	_____

*** Note: Only authorized food and beverages listed above may be served.**

I understand any permit granted from this application may be revoked for cause. Failure to comply with the City of Decatur rules and regulations, as well as any notices for correction of violations affecting public health and sanitation, and/or any false or misleading information provided on this application, shall be deemed cause for revocation of the Temporary Food Establishment Permit and **CLOSURE** of the establishment.

Print Name of Applicant

Signature of Applicant

Position

Date

Below this line is for Environmental Health Services office use only

(Rev 02/12)

APPROVED BY

DATE OF APPROVAL

TEMPORARY EVENT FOOD SERVICE REQUIREMENTS

YOU ARE REQUIRED TO HAVE THE FOLLOWING ITEMS AT YOUR TEMPORARY FOOD BOOTH BEFORE YOU WILL
RECEIVE A PERMIT:

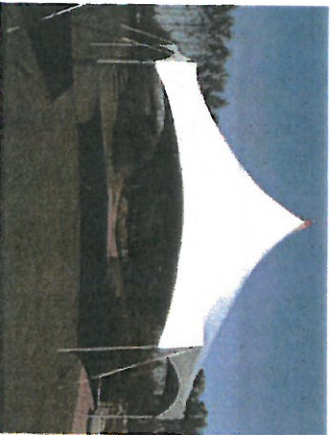
- 1) **Only approved food products will be permitted.** Preparation or storage of food in the home is NOT permitted. All condiments available for customers, including relish, catsup, mustard etc. shall be in single service packets or dispensed from sanitary dispensers. Single service plates, cups and utensils shall be provided.
- 2) **All perishable food products shall be maintained under proper temperature control:** Hot foods: 135 degrees or hotter; cold food 41 degrees or colder No cool-down and re-heat of leftovers is allowed. All food must be processed and sold the same day.
Have a thermometer available to check internal temperature of foods – (0–220 degrees F).
- 3) **Foods shall be protected at all times.** Booths shall be enclosed or covered with a tent or canopy. Open or unprotected displays of food shall not be permitted. All food and food supplies are to be kept a minimum of 6 inches (6”) off the ground.
- 4) **Ice to be used for human consumption shall be properly stored.** Ice used to refrigerate food, drink bottles or cans shall be stored separately from ice used in food or drinks.
- 5) **All employees shall:** a) wear clean clothes and approved hair restraints b) wash hands with soap and water as frequently as necessary to keep them clean, even when disposable gloves are used c) use disposable gloves, paper, or utensils when handling food; d) one employee per booth shall possess a valid food-handler card or CFM card
- 6) **Eating, and/or the use of chewing tobacco in any form is prohibited** in food preparation or service areas. Beverages are allowed only if they are covered with a tight-fitting lid that has a straw.
- 7) **Have three (3) containers available for the following uses of water:**
- 8) A) Soapy water for washing utensils or anything that needs washing; b) Clean rinse water to remove soap c) Water with bleach or sanitizer to sanitize things washed (1 tablespoon bleach to 1 gallon of water)
- 9) **Have a five (5) gallon insulated container of warm, clean water for hand-washing.** The container shall have a spigot or faucet that allows water to flow; a waste container below it to catch that water; liquid soap; paper towels and disposable gloves.
- 10) **All trash must be contained** in leak-proof, non-absorbent containers lined with plastic bags; covered when not in constant use
- 11) **Toxic items must be properly labeled and stored** away from food, food prep areas and food supplies
- 12) **Flooring required under food prep areas;** a floor may be concrete, asphalt, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable materials that are effectively treated to control dust and mud
- 13) **A Fire Extinguisher** (A/B/C type) is required if you are cooking food

REQUIRED EQUIPMENT

- ✓ Liquid hand soap
- ✓ Paper Towels
- ✓ 5 gallon insulated water dispenser for hand washing
- ✓ Approved sanitizer
- ✓ Sanitizer test strips
- ✓ Three pails or tubs large enough to submerge things being washed
- ✓ Plastic gloves
- ✓ Electric food warmer or grill
- ✓ Electric refrig. if event is more than 4 hours, or ice chest
- ✓ Digital thermometer
- ✓ Minimum 5 gal. water

No food preparation is to begin until hand wash/dish wash stations are setup.

Overhead Covering



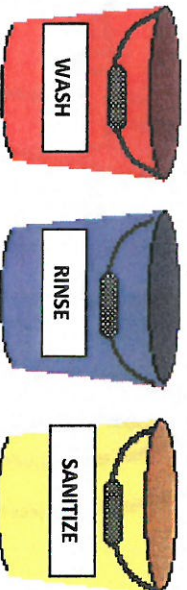
Digital Stem Thermometer



Mechanical Warmer



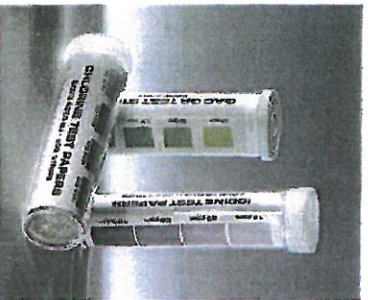
Dish Wash Station Setup



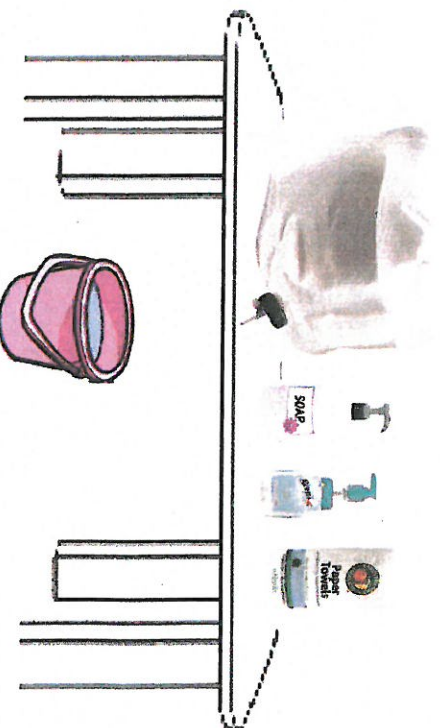
Hard, Plastic Style Ice Chest/Cooler



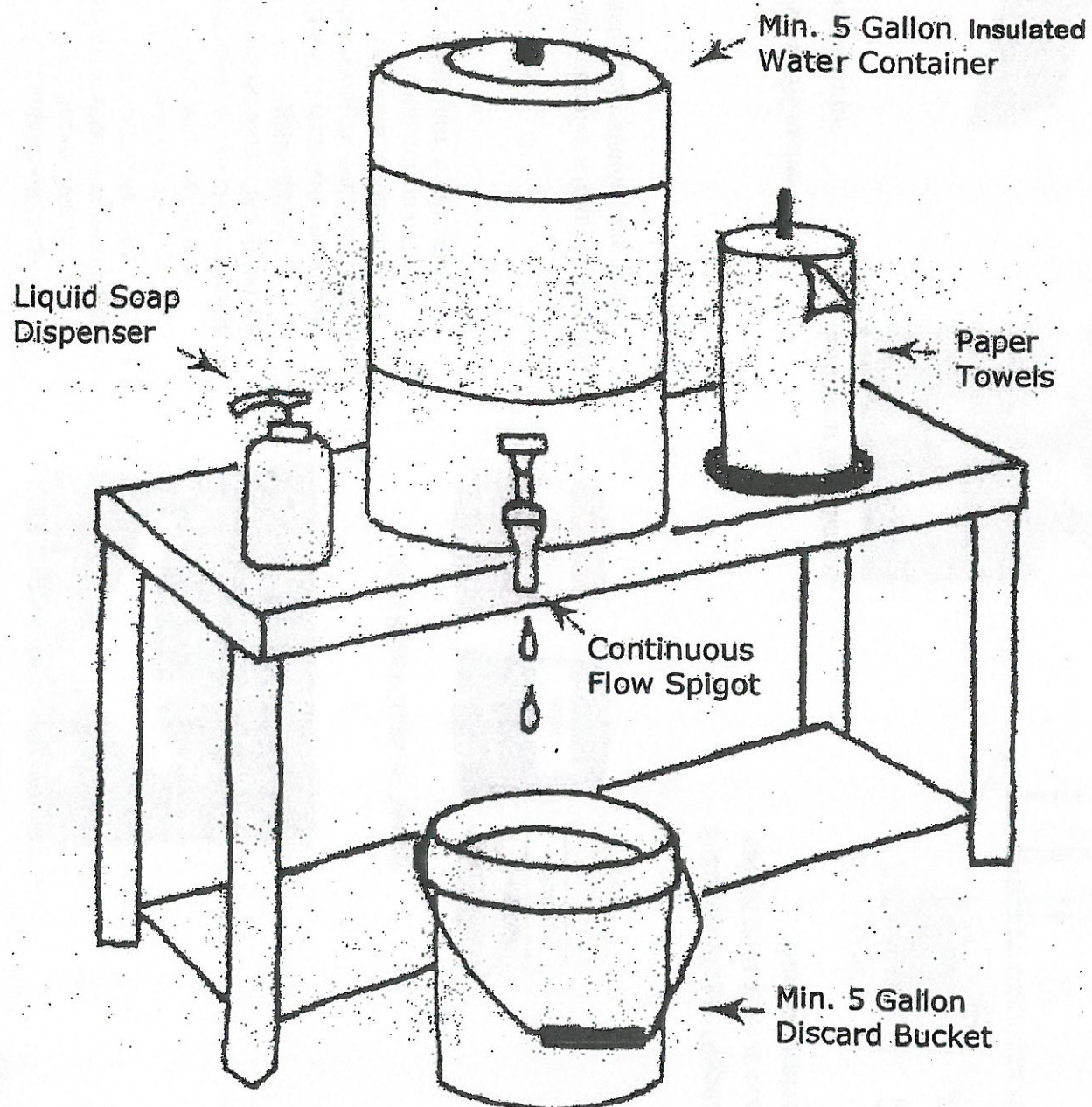
Sanitizer Test Strips



5 Gallon Water Dispenser with spigot that allows continuous flow of water



Temporary Handwashing Station



****Required in Each Food Booth**